

## **AMTRAN**

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday January 16, 2019, at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Chairman Scott Cessna called the meeting to order at 8:00 a.m.

At Dick's request, a roll call was taken.

**Board members present:** Scott Cessna, Dick Moran, Denny Stewart and Tony Roscia.

**Board members absent:** Mike Robinson, Bob Reifsteck and Bruce Kelly.

**Others present:** Eric Wolf, Attorney Benjamin (Beard Legal Group), Josh Baker, Mandy Murphy, Ray Kennedy, Gary Williams, Sue Mckelvey and Brent Cartwright (The EADS Group)

**Public Comment Period:** There were no public comments to record.

### **Approval of Minutes:**

Scott requested a motion to approve the minutes for December 2018. This motion was made by Denny Stewart and seconded by Dick Moran. The motion passed unanimously.

### **Treasurer's Report:**

Financial Statement for January 16, 2019 Board Meeting

Total disbursements from Nov. 1, 2018 through Jan. 16, 2019 were \$6,702,110.20.

Total budgeted operating and paratransit expenses year to date through Dec. 31, 2018 were \$2,810,920.00.

Actual operating and paratransit expenses year to date through Dec. 31, 2018 were \$2,462,476.65.

Year to date we are \$348,443.35 under budget.

Insurance is paid through Jan. 2019.  
Pension will be paid with the Jan. 31<sup>st</sup> payroll.  
Operating payables are current through Jan. 16, 2019.

#### Federal Electronic Transfer – Employer Taxes and Federal Withholding

Nov 8, 2018	(Federal)	27,133.88
Nov 8, 2018	(State)	3,049.83
Nov 8, 2018	(457 Transfer)	722.24
Nov 8, 2018	(Payroll Transfer)	64,662.74
Nov 22, 2018	(Federal)	27, 013.75
Nov 22, 2018	(State)	3,043.47
Nov 22, 2018	(457 Transfer)	722.24
Nov 22, 2018	(Payroll Transfer)	65,127.28
Nov 29, 2018	(Federal)	6,105.81
Nov 29, 2018	(State)	808.88
Nov 29, 2018	(Payroll Transfer)	21,034.68
Nov 30, 2018	(TPA Transfer)	491.00
Nov 30, 2018	(Medical TPA Transfer)	63,712.63
Nov 30, 2018	(TPA Transfer)	289,268.09
Dec 6, 2018	(Federal)	42,335.97
Dec 6, 2018	(State)	4,433.71
Dec 6, 2018	(457 Transfer)	722.24
Dec 6, 2018	(Payroll Transfer)	96,640.87

Dec 20, 2018	(Federal)	33,690.61
Dec 20, 2018	(State)	3,607.99
Dec 20, 2018	(457Transfer)	722.24
Dec 20, 2018	(Payroll Transfer)	78,235.20
Dec 31, 2018	(TPA Transfer)	3,739.00
Dec 31, 2018	(Medical TPA Transfer)	44,910.10
Jan 3, 2019	(Federal)	2,799.11
Jan 3, 2019	(State)	3,083.72
Jan 3, 2019	(457 Transfer)	730.76
Jan 3, 2019	(Payroll Transfer)	65,220.52
Add Check Register Total		\$5,788,218.96
<i>Total Expenses</i>		<b><u>\$6,702,110.20</u></b>

Scott asked if there were any questions and requested a motion to adopt the treasurer's report and the payables. The motion was made by Denny Stewart and seconded by Dick Moran. It passed unanimously.

### **General Managers Report**

Eric stated AMTRAN has new hires along with part-timers moving to full time and drivers retiring starting with the retirees Dale Holland, Debra Davis and Tim Seymore, all full-time drivers. As of January 1, 2019, the part-timers that moved up to full time are Alan Baker, Joe Beach and Ed Hasley. Cory Dugan was hired 11/12/18 as a full-time mechanic. Jamie Rickens and Rob Feathers were hired as part-time drivers in November, along with Kevin Dionisio in January 2019. Mike Smith resigned from part-time driving in November 2018. AMTRAN still has two vacancies for part-time drivers.

Eric also updated board on the non-profit's that use the Roaring River Mills Parking Lot for parking lot fundraising.

AMTRAN's own relay for life made \$1,900, the Boy Scouts \$2,700 in the 2018 football & sports season.

### **Architecture and Engineering contract.**

AMTRAN is wrapping a five-year contract with The EADS Group. AMTRAN advertised a Request for Proposals and received several inquiries. The deadline for proposals was December 17. Two proposals came in, one from EADS Group and Stiffler, McGraw.

Eric informed the board EADS has a long history with AMTRAN, which comes in helpful at various time. The staff scored each AE bid on experience and history the staff recommends the EADS group.

Eric respectfully requested a motion to accept the EADS Group with a three-year contract with a two-year option.

Dick Moran made the motion to accept the bid from the EADS Group with Tony Roscia making the second, it then passed unanimously.

### **Company Vehicle Usage Policy**

AMTRAN proposed a Company Vehicle Usage Policy. Mandy reviewed this proposed policy for the board.

Eric respectfully requested that the Company Vehicle Usage Policy be approved.

Denny Stewart made the motion to approve AMTRAN's Company Vehicle Usage Policy with Dick Moran making the second it then passed unanimously.

### **Bus Disposal**

As a result of taking delivery of ten new buses in October, AMTRAN is disposing ten 2000 and 2005 buses via an online public auction this month.

Eric reviewed the process and respectfully requested a motion to sell the old buses.

The motion to sell the buses was made by Denny Stewart and seconded by Tony Roscia, it then passed unanimously.

### **Nominating Committee**

Denny Stewart said the Nominating Committee met and wants to make a motion to approve the current roster of board officers for calendar 2019.

Dick Moran made the motion to approve the current roster of board officers for one year. Tony Roscia made the second, it then passed unanimously.

### **Right-to-Know Policy**

Back in 2008, the AMTRAN Board of Directors approved a Right-to-Know Policy consistent with regulations. The policy is posted on AMTRAN's website.

Each calendar year, Eric requests that the board reappoints him as AMTRAN's Right-to-Know Officer.

Denny Stewart made the motion to approve Eric as the Right-to-Know Officer. Tony Roscia seconded, and it then passed unanimously.

## **1. Quarterly Performance Measures**

Josh and Gary reported on operating, maintenance, and financial performance measures for the most recent quarter.

Gary reported with the new buses the maintenance measures are improving. There was a short discussion on the performance measures and no voting required.

## **2. Capital Project update**

AMTRAN has had several capital projects that have been approved for funding and are in final design before going out to bid later in January. Brent Cartwright gave an update.

- Repair garage floor drains, remove old oil/water separator, fill in maintenance pit.
- Upgrade maintenance restrooms and showers for ADA and other amenities.
- Security project for Admin Building.
- Additional parking lot lighting near CNG fueling station for post-trip inspections.
- Additional storage garage.

There was a short question and answer time, and no vote was required on these items.

There was a brief Executive Session to discuss potential litigation.

The board adjourned with no further business.

Respectfully submitted by  
Susan C. McKelvey, Administrative Assistant